

**PREPARATION OF
DOCUMENTS FOR
ADOPTION**

The adoption worker or the prospective adoptive family's attorney must prepare the legal documents for adoption unless prepared by the court. The precise documentation required varies from court to court, as does the sequence of submitting documents.

The following documents are required to be submitted subsequent to, or concurrent with, the filing of an adoption petition but prior to the hearing on the petition:

- PCA 301, Petition For Adoption.
- PCA 309, Consent To Adoption By Agency/Court.
- PCA 318, Order Terminating Parental Rights After Release or Consent.
- PCA 320, Order Placing Child After Consent.
- PCA 321, Order Of Adoption.
- PCA 307, Consent to Adoption by Adoptee (for adoptee age 14 and older).
- PCA 341 - Final Order Allowing Fees and Costs.
- PCA 345 - Statement of Services Performed by Agency/Department of Human Services.
- PCA 347 - Petitioner's Verified Accounting.
- Child's birth certificate.

Note: Either an "administrative" or "certified" copy of a child's birth certificate may be obtained from DHHS, Vital Records and Health Statistics. Contract agencies may request a copy of a birth certificate by contacting the DHHS monitor for the child's case.

- DHS-1927, Child Adoption Assessment, and any DHS-606, Child Adoption Assessment Addendum.
- BCAL-3130, Initial Foster Home/Adoption Evaluation, and DHS-612, Adoptive Family Assessment Addendum.

- A denial of consent to adoption issued by the MCI office or designee, if applicable.

The following additional documents may be necessary depending on the specific case or court requirements:

- Birth certificates of adoptive parents.
- Marriage certificates for adoptive parents.
- Divorce decrees for adoptive parents.
- One of the following medical forms:
 - DHS-3190, Physician's Statement for Adoption, or
 - BRS-3705, Licensing Medical Clearance Request.
- PCA 325 - Notice to Adopting Parents on Pending or Potential Appeal/ Rehearing.
- Report to the court of pending appeals or rehearings.
- PCA 306 - Release of Child by Child Placing Agency.
- A copy of each PCA 305 - Release of Child by Parent or PCA 305- A - Release of Child by Guardian (if applicable).
- A copy of the PCA 318 - Order Terminating Rights after Release or Family Court Dispositional Order Terminating Parental Rights.
- A copy of the PCA 322 - Order Committing to Agency/Department of Human Services, or a Family Court Dispositional Order Committing the Child to the Agency.

PAYMENT OF COURT FEES

The prospective adoptive family is responsible for paying court fees at the time that the petition for adoption is filed. The adoptive parent(s) may be eligible to receive reimbursement for payment of court fees as a non-recurring expense if the adoptee is determined eligible for Nonrecurring Adoption Expenses through the adoption assistance program (AAM 760).

**ACCESS TO SCAO
FORMS**

The State Court Administrative Office (SCAO) has approved the PCA forms listed above for adoption use. DHHS no longer maintains stocked supplies of PCA forms used for adoptions. Adoption workers can access the most current PCA forms used for adoptions from the SCAO Web site.